

## **Statement of Work**

### **Analytical and Technical Services to Support the Environmental Protection Agency's National Security Emergency Preparedness Program (NSEP)**

#### **I. BACKGROUND**

The Environmental Protection Agency (EPA) Emergency Coordinator (EC) and Continuity Coordinator (CC), as delegated, plans, directs, and coordinates all matters relating to the Agency's National Security Emergency Preparedness (NSEP) program. These duties cover the formulation and dissemination of Agency policy in accordance with the provisions of Executive Order (EO) 12656, Homeland Security Presidential Directive (HSPD) 20, National Security Presidential Directive (NSPD) 51, Federal Preparedness Circulars (FPC) 60,61,64 and 65; and other directives and guidance relating to NSEP. The EC/CC oversees the development, coordination, dissemination, and implementation of supporting NSEP plans, including Continuity of Operations Plan (COOP); the selection, oversight and training of NSEP and COOP team members; and the selection, operations, and readiness maintenance of the Agency's Primary COOP facility specifically the Emergency Operations Facility (EOF) located in the Washington Greater Metropolitan Area, EPA Emergency Operations Center (EOC) at EPA's headquarters, and Emergency Relocation Site (s) (ERS).

The Director, Office of Emergency Management (OEM) also serves as the EPA EC and lead CC representative. The EPA EC/CC have overall responsibility for the NSEP and COOP programs, as well as the EOC, EOF, and ERS. The day-to-day oversight of the program is carried out by the EPA Project Officer (PO).

The program support activities required for those duties relating to program analysis, policy formulation and dissemination, and supporting plan development and implementation are carried out at the EPA headquarters in Washington, D.C. The support activities required for the operations and readiness maintenance of the Agency's EOF and ERS are carried out at these locations respectively.

#### **II. INTRODUCTION OF SCOPE OF WORK**

##### **1. PRESIDENTIAL DIRECTIVE AND NATIONAL LEVEL POLICY ANALYSIS**

EO 12656, HSPD 20, NSPD 51, FPC 60, FPC 65, and other NSEP related directives mandated that each Executive Branch Federal department and agency must develop and implement plans and programs to ensure the continuity of their critical missions and functions under all hazards conditions and situations associated with national security emergencies. National level policy and guidance are developed and issued by the White House, Executive Office of the President (EOP), Department of Homeland Security and the Federal Emergency Management Agency (FEMA) and National Security Council (NSC) and Homeland Security Council, as well as other equivalent national policy level

offices on a periodic basis. In order for the EPA to implement these policies and guidance in a consistent manner without conflicting with other policy, regulations and laws, a thorough analysis must be performed to identify the actual and potential impacts on the Agency's infrastructure, resources, and mission capabilities.

## **2. INTER-AGENCY NSEP PLANS ANALYSIS**

EO 12656 assigns to the Federal Emergency Management Agency (FEMA) responsibility to "...Coordinate and support the initiation, development and implementation of national security emergency preparedness programs and plans among Federal departments and agencies;...(and)... Coordinate the development and implementation of plans for the operation and continuity of essential domestic emergency functions of the Federal Government during national security emergencies... . " In carrying out these missions, the FEMA has published numerous operations plans, preparedness circulars, and general guidance to be used by the other Federal departments and agencies (D/A) in developing their own NSEP and Continuity of Operations plans (COOP). Additionally many other department and agencies have developed and implemented their own NSEP and COOP; many of which may directly and/or indirectly impact on the EPA. All documents that are made available to the EPA must be thoroughly analyzed to identify the actual and potential impacts on the Agency's infrastructure, resources, and mission capabilities.

## **3. NON-NSEP EMERGENCY PLANNING IMPACT ANALYSIS**

Under the provisions of the National Response Plan (NRP), the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), and the Federal Radiological Emergency Response Plan (FRERP), the EPA has been assigned certain authorities and responsibilities as the Lead Federal Agency in responding to the catastrophic and environmental disasters covered by these three plans. The EPA EC serves as the Emergency Support Function #10 (ESF #10) National Chair and support representative to the Associate Administrator (AA) in the AA's role of liaison to the Domestic Readiness Group (DRG) representative under the NRP and the Co-Chairperson of the National Response Team under the NCP. To ensure EPA's NSEP program does not conflict with and/or contradict EPA's authorities and responsibilities under the NRP, NCP, FRERP, an NSEP analysis of these documents must be made. Additionally, there are numerous other EPA and non-NSEP emergency plans, policies, directives, and guidance, as well as other federal D/A non-NSEP emergency plans in which EPA has defined authorities and/or responsibilities. These must also be analyzed to identify actual and potential impacts on EPA's NSEP program. Any identified impacts, conflicts, contradictions, etc. must then be reconciled through revisions to the appropriate policies, directives, plans, etc.

## **4. NSEP PROGRAM SUPPORT**

Tasks will include support of EPA's Emergency Preparedness Advisory Committee (EPAC). The required technical support shall include review of messages, cables, and

other official classified and unclassified correspondence to identify emergency/crisis information contained therein; and prepare technical responses to questions and issues identified by the EPA PO by researching these questions and issues, performing any limited analysis required, and responding with the requested information (e.g. alternatives, solutions, plans, etc.).

## **5. NSEP EMERGENCY OPERATIONS**

During a national security emergency, the EPA EC/CC is responsible for managing the Agency's NSEP teams' notification, activation, and deployment; ensuring that the teams have the equipment/systems and staff support necessary to carry out their assigned missions; and coordinating the operations of these teams at their deployed location(s).

## **6. EPA NSEP AND COOP STRATEGY AND GUIDANCE DEVELOPMENT**

The EPA EC/CC is responsible for the oversight and coordination of the Agency's NSEP and COOP implementation program. This includes the development and dissemination of policy and planning guidance, within the EPA concerning the NSEP and COOP programs and coordinating their implementation throughout the Agency.

## **7. CONTINUITY OF OPERATIONS PLANNING**

Based on national level guidance and EPA implementing policy and guidance, the EPA must have a viable COOP ensuring its ability to carry out its critical essential functions under all hazards emergency conditions; i.e. environmental emergencies, natural disasters, terrorist attacks, nuclear/biological/chemical emergencies, etc.. The EPA COOP must address the continuity of operations throughout the Agency (i.e. headquarters, regions, laboratories, etc.), continuity of coordination with the White House and other Federal D/A, and continuity of coordination with state and local emergency and environmental offices and organizations as appropriate.

## **8. NSEP AND COOP TRAINING AND EXERCISE PROGRAM DEVELOPMENT AND ANALYSIS**

EPA policies, plans, procedures, and systems supporting NSEP and COOP activities must be exercised frequently to ensure the existence of an adequate capability to respond to emergencies. Additionally, EPA must be a player in national level exercises, especially those sponsored by FEMA and the White House, as well as selected exercises and training sponsored by other D/A. This involves the identification of exercises, scenario development and Master Scenario Events List (MSEL) preparation, development and preparation of MSEL implementation instructions (MSEL Implementers), Control Staff Instructions (COSINs), Pre- and Post-Exercise Briefings, Exercise Plans (EXPLANs), and Evaluation Plans (EVALPLANs), Exercise After-Action Reports, and Critique Reports. EPA personnel will participate in exercises as Players and as members of the Exercise Control Staff or Director's Staff to collect and evaluate data and to help ensure exercise continuity. Post exercise activities include "hot

washes", after action reports; post exercise player and controller meetings, and other similar actions which help with the identification and tracking of "lessons learned".

## **9. EMERGENCY OPERATIONS FACILITY (EOF) AND MAINTENANCE**

The EPA has facilities designated for emergency operations at locations for which the EPA EC/CC has overall management and operational responsibility. The site designated as the ECF for EPA headquarters is currently a government owned, contractor maintained facility. The facility is maintained in an "operational readiness status" and is capable of attaining "full operational status" in a short period of time and sustaining a headquarters crisis management team for extended periods of time under emergency conditions such as an Agency COOP deployment. This requires extensive administrative, logistical, and operational planning; an aggressive operational training/exercise program (for both personnel and systems); and a comprehensive system and equipment maintenance program. Contractor personnel participate in monthly operational telecommunications exercises with other D/A and all unsecure and secure communications equipment and classified IT systems undergo operational testing on a daily or weekly basis. Additionally, the facility provides the operational management of the Agency's "secure (STU-III and STE) telecommunications system" and manages the associated National Security Agency (NSA) approved Communications Security (COMSEC) account for the agency.

## **10. EPA HQ EOC OPERATIONS AND SUPPORT**

The EPA has facilities designated for emergency operations at locations for which the EPA Emergency Coordinator has overall management and operational responsibility. The site designated as the EOC is currently government owned and located in the Federal Triangle Complex in the Ariel Rios building. It is operated by the EPA EOC Team Leader and National Security Information Manager, with contractor-provided technical support for operations and maintenance of facility. The facility is maintained in an "operational readiness status" and is capable of attaining "full operational status" in a short period of time and sustaining a headquarters Emergency Operations Team for extended periods of time under national security emergency conditions.

## **III. TASKS**

### **1. PRESIDENTIAL DIRECTIVE AND NATIONAL LEVEL POLICY ANALYSIS**

The contractor shall analyze pertinent Presidential directives and other national level NSEP policies, directives, and guidance for the purpose of identifying actual and potential impacts on the EPA. The documents to be reviewed and analyzed will be provided to the contractor when they are issued to the EPA. Historically an average of three to four national level NSEP documents have been issued each year which would require review and analysis. However, if an event that threatens national security should occur, the number increase may occur (approximately eight to ten) and would be

expected to stay higher for the near future. Specific Sub-tasks the contractor shall perform are:

**Sub-Task 1.1:** Based on criteria and technical guidance provided by the EPA PO, review and analyze EOs, National Security Presidential Directives (NSPD), Homeland Security Presidential Directives (HSPD), Presidential Emergency Action Documents (PEAD), Presidential Decision Directives (POD), White House memorandum/directives, and other NSEP related correspondence (both classified and unclassified) and develop a synopsis of all items relating to and/or impacting (directly and indirectly) the EPA.

**Sub-Task 1.2:** Based upon the review and analysis stated above and for specific items identified by the EPA PO, develop detailed reports pertaining to the specific impacts on the EPA and including a minimum of two options addressing implementation by the Agency and/or mitigation of the impact on the Agency. All reports shall be reviewed and approved by the EPA PO prior to implementation and use.

## **2. INTER-AGENCY NSEP PLANS ANALYSIS**

The contractor shall analyze FEMA developed NSEP Inter-Agency policies, directives, and guidance as well as other Federal D/A NSEP and COOP for the purpose of identifying actual and potential impacts on and/or planning benefits to the EPA. The documents to be reviewed and analyzed will be provided to the contractor as they are issued to the EPA. Historically an average of three to four NSEP documents have been issued each year by FEMA which would require review and analysis. However, if an event that threatens national security should occur, the number increase may occur (approximately eight to ten) and would be expected to stay higher for the near future. Specific Sub-tasks the contractor shall perform are:

**Sub-Task 2.1:** Based on criteria and technical guidance provided by the EPA PO, review and analyze FEMA developed plans, policies, and guidance (both classified and unclassified) relating to NSEP and COOP and develop a synopsis of all items relating to and/or impacting (directly and indirectly) the EPA.

**Sub-Task 2.2:** Based upon the review and analysis stated above and for specific items identified by the EPA PO, provide detailed reports pertaining to the specific impacts and/or planning benefits to the EPA and recommend at least two options addressing implementation by the Agency and/or mitigation of the impact on the Agency. All reports shall be reviewed and approved by the EPA PO prior to implementation and use.

## **3. NON-NSEP EMERGENCY PLANNING IMPACT ANALYSIS**

The contractor shall analyze EPA non-NSEP emergency plans, policies, directives, and guidance as well as other Federal D/A non-NSEP emergency plans in which EPA has

defined authorities and/or responsibilities for the purpose of identifying actual and potential impacts (as defined by the criteria and technical guidance provided by the EPA PO) on EPA's NSEP program. The documents to be reviewed and analyzed will be provided to the contractor as they are received by EPA. Historically an average of two or three non-NSEP emergency plans have been issued/revised each year which would require review and analysis. Specific Sub-tasks the contractor shall perform are:

**Sub-Task 3.1:** Based on criteria and technical guidance provided by the EPA PO, review and analyze the FRP, the NCP, and the FRERP and develop a synopsis of all items relating to and/or impacting (directly and indirectly) EPA's NSEP program.

**Sub-Task 3.2:** Based upon the review and analysis stated above and for specific items identified by the EPA PO, prepare detailed reports pertaining to the specific impacts on EPA's NSEP program and including at least two possible options addressing each impact identified. All reports shall be reviewed and approved by the EPA PO prior to implementation and use.

#### **4. NSEP PROGRAM SUPPORT**

Tasks will include technical support of EPA's Emergency Preparedness Advisory Committee (EPAC).

**Sub-Task 4.1:** Undertake short-term special studies, conduct reviews and analysis of various directives, plans, memoranda, messages, cables, and other similar correspondence, related to EPA's NSEP, COOP, and anti-Terrorist programs; .

**Sub-Task 4.2:** Attend meetings for the purpose of providing technical support in the identification of key issues arising from each meeting, analyzing key issues, identification of alternatives or potential solutions, compilation of material (briefings, position papers, etc.) to be presented at each meeting, and dissemination of information on significant actions, agreements, and findings of each meeting.

#### **5. NSEP EMERGENCY OPERATIONS**

The contractor shall provide specialized technical support to deploy EPA NSEP teams during national security emergencies; attendance at meetings for the purpose of identifying key issues arising from each meeting, analysis of key issues including identification of proposed alternatives or potential solutions, compilation of material (briefings, position papers, etc.) to be presented at each meeting, and dissemination of information on significant actions, agreements, and findings of each meeting.

**Sub-Task 5.1:** The contractor will be required to deploy to a to be determined location within twelve (12) hours of receipt of the activation notification to provide technical support.

## **6. EPA NSEP AND COOP STRATEGY AND GUIDANCE TECHNICAL SUPPORT**

The contractor shall provide technical support to EPA in the development of internal EPA policies, directives, guidance and strategic direction pertaining to NSEP and COOP program planning and implementation within the EPA. All contractor recommended policies, directives, and guidance developed under this task shall be reviewed and approved by the EPA PO prior to implementation and use.

Sub-Task 6.1: Provide draft EPA policies and directives implementing the NSEP program within the EPA for review and approval by the EPA PO.

## **7. CONTINUITY OF OPERATIONS (COOP) PLANNING**

The contractor shall provide technical support to EPA in the updating and implementation of the EPA COOP plan for headquarters and development of a method of ensuring a uniform capability exists amongst headquarters, regions, and field elements components. Specific sub-tasks the contractor shall perform are:

**Sub-Task 7.1:** Update the Multi-Year Strategy Planning document. All documents shall be reviewed and approved by the EPA PO prior to implementation and use.

**Sub-Task 7.2:** Provide a concept paper for ensuring a uniform capability exists amongst the headquarters, regions, and field elements components. All documents shall be reviewed and approved by the EP A PO prior to implementation and use.

**Sub-Task 7.3:** Based on criteria and technical guidance provided by the EPA PO, the contractor will periodically update the Continuity of Governance plan as an annex to the EPA Agency COOP plan.

**Sub-Task 7.4:** Based on criteria and technical guidance provided by the EPA PO, the contractor shall provide liaison and coordination support in the improvements to the operational support area in the Greater Washington Metropolitan Area. .

**Sub-Task 7.5:** Based on criteria and technical guidance provided by the EPA PO, the contractor shall attend meetings in Washington D.C. such as the COOP working group and provide summary analysis meeting. Currently COOP working group meetings are held quarterly on a yearly basis.

**Sub-Task 7.6:** Based on criteria and technical guidance provided by the EPA PO, the contractor shall assist in the monthly or quarterly maintenance of the

headquarters COOP essential personnel list (to include all hazards tiers/listings.) Contractor will abide by Privacy Act regulations and rules.

**Sub-Task 7.7:** Based on criteria and technical guidance provided by the EPA PO, the contractor shall attend meetings in Washington D.C. such as the COOP working group and provide summary analysis meeting. Currently COOP working group meetings are held quarterly on a yearly basis.

**Sub-Task 7.8:** Based on criteria and technical guidance provided by the EPA PO, the contractor shall also provide technical expertise in the development of AAship COOP plans, specific to OSWER, (to include all-hazards development). Plans are review annually or bi-annually depending on recent events.

## **8. NSEP AND COOP TRAINING AND EXERCISE PROGRAM DEVELOPMENT AND ANALYSIS**

The contractor shall provide support to NSEP and COOP training to be incorporated into the Office of Solid Waste and Emergency Response (OSWER)/OEM training program for the Agency. The contractor shall provide support for the exercise documentation as delineated in the sub-tasks listed below and deploy exercise controllers and data collector support personnel to field sites as dictated by the exercise scenario. Specific sub-tasks the contractor shall perform are:

**Sub-Task 8.1:** Based on criteria and technical guidance provided by the EPA PO for each external NSEP exercise in which EPA is a player, provide minimum of two (2) and a maximum of six (6) MSEL Items and the associated Implementers appropriate to the overall scenario and in accordance with EPA's goals and objectives for the exercise. For each internal EPA NSEP exercise develop a minimum of two (2) and a maximum of ten (10) MSEL Items and the associated Implementers for each headquarters program office and EPA region participating (as a player) in the exercise. MSEL Items and associated Implementers shall reflect actual potential events/incidents appropriate to the level of exercise play and overall scenario and be in accordance with the overall exercise goals and objectives. External exercises are anticipated once annually. Also contractor must be able to operate new DHS NxMSEL system to input and execute MSELs during exercise play.

**Sub-Task 8.2:** Based on criteria and technical guidance provided by the EPA PO for each NSEP or COOP exercise in which EPA organizational elements or personnel participate, prepare a draft report to include, as a minimum, a synopsis of EPA level of play; overall exercise goals and objectives and, if different, EPA's exercise goals and objectives; identification of issues raised and planning/preparedness shortfalls observed by EPA participants; a proposed list of immediate, near-term, mid-term, and long-term actions addressing the issues/shortfalls; and a list of all EPA participants with work phone, FAX, and mailing address.



**Sub-Task 8.3:** The contractor shall provide controllers, observers, and data collectors at headquarters and field locations as dictated by the exercise scenario, to maintain exercise flow and participant involvement, and document appropriate lessons learned.

**Sub-Task 8.4:** The contractor shall maintain and implement the COOP Training Plan.

## **9. NSEP Core COOP Program Evaluation**

The contractor shall provide support to NSEP/COOP program by updating yearly Core COOP requirements document and providing analysis of COOP Programs by HQ's Plan (including AAships plans) and Regional plus two major labs plans (Cincinnati and RTP.)

**Sub-Task 9.1:** Based on criteria and technical guidance provided by the EPA PO, the contractor shall maintain and update the Core COOP evaluation elements as COOP program elements change. Also, the contractor shall review each EPA program (Regions and 2 major labs) to validate viable plans and consistency of plans.

**Sub-Task 9.2:** Based on criteria and technical guidance provided by EPA PO, the contractor shall review all COOP plans, provide quick analysis and send one representative to each EPA Regions, 2 major labs (Cincinnati and RTP) plus HQ's components to conduct an overview of COOP program against the Core COOP evaluation elements/criteria on a yearly or bi-yearly basis.

**Sub-Task 9.3:** Based on criteria and technical guidance provided by EPA PO, the contractor shall evaluate the FEMA evaluation program with the EPA evaluation program and provide analysis of compatibility and differences. The contractor shall also attend FEMA meetings and training on FEMA evaluation systems to maintain EPA portion of FEMA database.

## **10. EOF OPERATIONS AND-MAINTENANCE**

The contractor shall provide on-site personnel to operate and provide for the daily management of the EPA owned ECF to:

- a. ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness as described in the EOF standard Operating Procedures (SOP) (to be provided via technical directive through the EPA PO);
- b. ensure the facility is capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods under emergency conditions;
- c. conduct operational testing and coordinate the maintenance of the EPA

- secure (STU-III and STE) telecommunications system to ensure a constant state of operational readiness and manage the associated NSA approved COMSEC account; and
- d. maintain facility SOP addressing the above areas of responsibility.

Details of the criteria to be met for "constant state of operational readiness", "full operational capability", the size and makeup of a "full headquarters crisis management team", "extended operational periods under emergency conditions", and the specific EOF location and current capabilities are available under separate classified cover (to be provided via a technical directive through the EPA PO). The EOF shall be manned by at least one contractor personnel at all times on all Federal work days from 8:00am to 4:30pm (EST) and during emergencies and exercises as specified in subtask 10.2. Specific Sub-tasks the contractor shall perform are:

**Sub-Task 10.1:** Provide on-site personnel to:

Operate and provide for the daily management of the EPA owned EOF to ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness and capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods under emergency conditions;

Provide orientation training and briefings to headquarters crisis management team members; NSEP Program Office staff, and authorized official visitors pertaining to the EOF's capabilities, operational readiness status, and activation procedures (historical average one orientation annually);

Operate all equipment daily and perform weekly operational tests on all systems;

Perform the manufacturer prescribed operator level preventive and corrective maintenance on all designated equipment and systems;

**Sub-Task 10.2:** Provide personnel to man and operate the EOF and support up to a full headquarters crisis management team for extended operational periods under emergency conditions and during exercises. The actual hours of operation and duration of the emergency/exercise may extend to 24 hours per day for days, weeks, or months. The contractor shall provide for emergency notification and recall of assigned and augmentation personnel and be prepared to perform the duties stipulated in Sub-Task 10.1 above for the following situations:

- a. Extended Daily Operations. Operations are extended beyond the normal (8:00am - 4:30pm) duty day and week (Federal work days) but less than a full 24 hours and is expected to last less than 30 days. This situation may require that a second work shift be established and that

personnel work weekends and Federal holidays. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours.

b. Emergency Operations. Operations are extended beyond the normal (8:00am - 4:30pm) duty day up to a full 24 hours with the potential to extend beyond 30 days including weekends and Federal holidays. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours and three work shifts for 24 hour operations.

**Sub-Task 10.3:** Full time contractor personnel assigned to this task may be required to participate in emergency operations, exercises, and/or training conducted at the EPA headquarters EOC in Washington, D.C. and/or other emergency operating sites. Specific dates, times, and location(s) of such operations, exercises, and training will be provided by the EPA PO.

**Sub-Task 10.4:** Maintain EPA approved SOPs for operations under all conditions addressing, Administration, Logistics, Security, Personnel, Operations, Emergency Notification, and Activation. All changes to SOPs shall be reviewed and approved for implementation and use by the EPA PO.

**Sub-Task 10.5:** Administer an NSA approved COMSEC account for the receipt, control, and subsequent destruction/turn-in of classified material, COMSEC equipment, and associated keying material with national security classifications of up to and including TS/SCI.

**Sub-Task 10.6:** Maintain the EPA secure (STU-III and STE) telecommunications system in a constant state of operational readiness and coordinate the distribution, maintenance, and turn-in of STU-III and STE equipment.

## **11.EPA HQ EOC OPERATIONS AND SUPPORT**

The EOC shall be manned by at least one contractor personnel on all Federal work days from 7:00am to 6:00pm (EST) and during emergencies and exercises as specified in subtask 11.4. The contractor shall provide on-site personnel to support operations and daily management of the EPA owned EOC to:

a. ensure the facility and all associated communications systems and equipment are maintained in a constant state of operational readiness; conduct operational testing and coordinate the maintenance of the EPA secure (STU-III and STE) telecommunications system, secure computers, faxes, etc., if repair or service maintenance, notify EOC Team Leader and PO., an

- b. ensure the facility is capable of attaining full operational capability and support of a full headquarters Emergency Operations Team for extended operational periods under national security emergency conditions;
- c. maintain facility SOP addressing the above areas of responsibility (to be provided via a TDD through the PO).

**Sub-Task 11.1:** Provide on-site personnel on all Federal work days from 7:00am to 5:30pm (EST) and during emergencies and exercises as specified in subtask 11.4 below to:

- a. Support the operations and daily management of the EPA EOC to ensure the facility and all associated equipment are maintained in a constant state of operational readiness' and capable of supporting a full headquarters Emergency Operations Team for extended periods of time under national security emergency conditions.
- b. Perform daily, weekly and monthly operational tests of all systems in accordance with the EOC SOP, including operational tests with the EPA EOF and other emergency operation center sites.
- c. Perform the manufacturer prescribed operator level prevention and corrective maintenance on all equipment and systems excluding desktop computer systems;
- d. Implement and maintain approved SOPs for operations under all conditions addressing Administration, Logistics, Security, Personnel, Operations, Emergency Notification and Activation.
- e. As directed by technical directive, provide orientation training and briefings to headquarters Emergency Operations Team members, NSEP Program Office staff, and authorized official visitors pertaining to the EOCs capabilities, operational readiness status, and activation procedures.

**Sub-Task 11.2.** Security of Facility

- a. The contractor shall serve as the Alternate Facility Security Officer for the EOC and shall be responsible for the following:
  - 1. support in providing for the overall physical security of the EOG and the SAF and SCIF;
  - 2. provide at least one person possessing a TS//SI//K/G clearance; EOG access and visitor control;
  - 3. daily security check;
  - 4. opening and closing of the SAF and SCIF;
  - 5. maintaining and revising the facility security plan;
  - 6. management of the STU-III and STE phones assigned to the EOC

7. management of a classified document control system for the NSEP program office and the EOC per ISOO, EPA NSI and EPA EOC SAF/SCIF SOPs.

**Sub-Task 11.3.** Document Review

Conduct daily review of all classified and unclassified communications (i.e. messages, cables, faxes, e-mail, etc.) received by the EOC, and distribute in accordance with appropriate guidance and EOC SOPs.

**Sub-Task 11.4.** Emergency Operations

Provide on-site personnel to support the EOC operations extended operational periods during national security emergencies and exercises. The actual hours of operation and duration of the emergency/exercise may extend to 24 hours per day for days, weeks, or months including weekends and Federal holidays. The contractor shall provide for emergency notification and recall of assigned and augmentation personnel and be prepared to perform the duties stipulated in Sub-Tasks 11.1, 11.2, and 11.3 above for the following situations:

- a. Extended Daily Operations. Operations are extended beyond the normal (7:00am - 5:30pm) duty day, but less than a full 24 hours, and is expected to last less than seven days. This situation may require that a second work shift be established. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours.
- b. Emergency Operations. Operations are extended beyond the normal (7:00 am - 5:30pm) duty day, up to a full 24 hours, with the potential to extend beyond 30 days including weekends and Federal holidays. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours and three work shifts for 24 hour operations.

**IV. CONTRACTOR PERSONNEL REQUIREMENTS (SECURITY)**

The scope of the work includes the handling of classified documents, reference materials and deliverables. Due to this requirement, all contractor personnel, as a minimum, must have a current Top Secret (TS) Security Clearance and meet the requirements to be granted SCI access. All contractor personnel must be American citizens.

All tasks under this contract will be performed on-site at the EPA Headquarters in Washington, D.C., with the exception of the EOF operations and maintenance which will be performed on-site at the EOF which is within the Greater Washington Metropolitan Area. Contractor personnel shall wear identification badges or other identifier which indicates the personnel are employed by a contractor and are not EPA employees. Further, voice mail boxes, e-mail, and other appropriate documents will

identify contractor status.

The Government and the Contractor understand and agree that the services to be delivered under this contract by the Contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the contract between the Government and the Contractor's employees.